

## Troop Meeting Planning Template

Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ Location \_\_\_\_\_

Grade level \_\_\_\_\_ Meeting goal \_\_\_\_\_

Time	Step	Description	Supplies	Who will lead
10-15 min	Gathering			
5-10 min	Opening			
10-15 min	Business/Planning			
20-25 min	Exploration			
5 min	Treat			
5 min	Clean Up			
10 min	Closure			